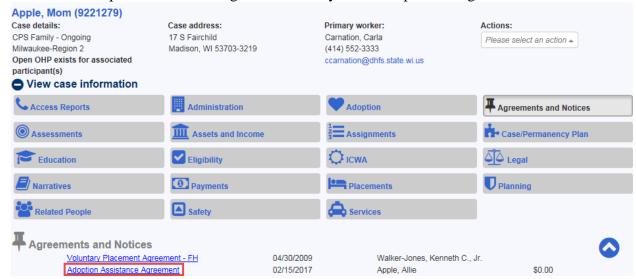
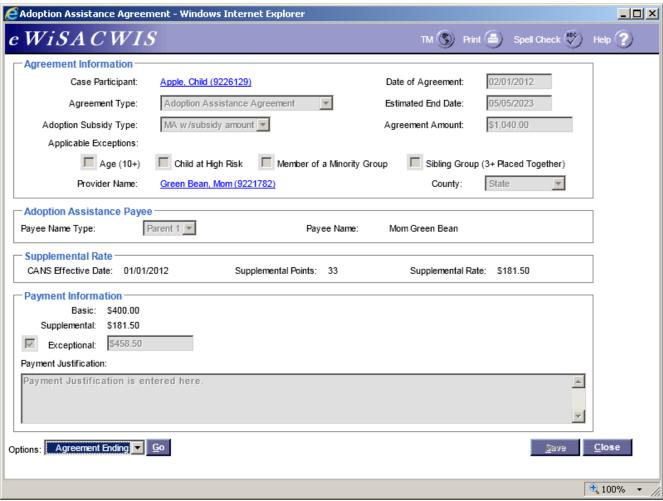
Ending an Adoption Assistance Agreement

Note: In order to end an Adoption Assistance Agreement, an assignment to the case is needed.

1. Access the Adoption Assistance Agreement from your desktop under Agreements and Notices.



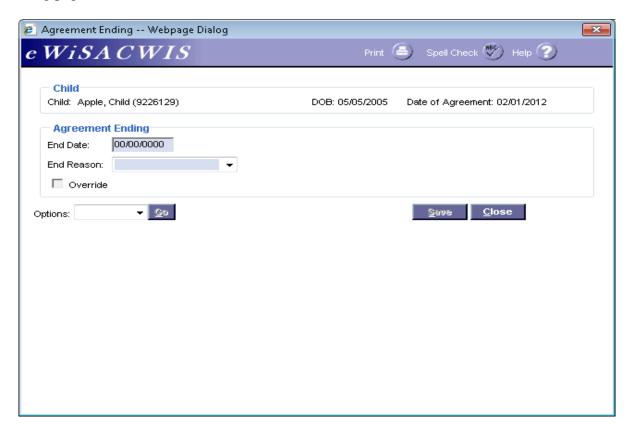
2. On the Adoption Assistance Agreement page, select Agreement Ending from the Options drop-down and click Go.



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On the Agreement Ending page, enter the End Date and select an End Reason.

3. To approve the agreement ending, select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. On the Agreement Ending page, click Save and Close.



4. After the agreement ending is approved, the AAFC Adoptive Home Service will close and payments to the family will stop.



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